

City of Chattanooga, TN
Personnel Class Specification
CLASS CODE 0805

FLSA: Exempt

CLASSIFICATION TITLE: POLICE CHIEF

PURPOSE OF CLASSIFICATION

The purpose of this classification is to manage, direct, and coordinate the activities of all police services and departmental operations while exercising responsibility for enforcement of state and local laws relating to public safety and welfare.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.

Plans, organizes, and manages, either personally or through subordinate supervisors, all departmental functions and support staff activities in order to ensure the efficiency and effectiveness of the department.

Oversees and evaluates police services; determines proficiency level and identifies areas requiring improvement; formulates and executes action plan to correct deficiencies.

Develops and implements goals and objectives, work methods and practices, policies, standard operating procedures, and general orders; formulates mission statements based on goals; ensures CPD Mission Statement is fulfilled.

Prepares long range management plans compiled from statistical data and from studying crime trends, community needs, departmental and city administrative goals and objectives.

Monitors implementation of departmental rules and regulations; updates departmental guidelines according to federal, state, or local legislation.

Relates departmental goals and objectives, discusses problems or grievances, coordinates and targets efforts toward specific duties during meetings with subordinate supervisors and employees.

Enforces all city and state codes, ordinances, laws and regulations, both traffic and criminal, in order to protect life and property and to prevent crime and promote security; ensures safety of each officer.

Interacts with other agencies within the county; coordinates mutual police protection plans with surrounding municipalities; reviews and/or coordinates special programs, project development, and special orders.

Meets with and responds to questions, complaints, and requests for information from citizens, elected officials, officers, employees, and various other individuals; prepares press releases on major issues.

Communicates critical reports and complaints to city officials; ensures effective flow of communication within the department; prepares presentations for city council meetings.

Prioritizes anticipated departmental needs for each fiscal year; prepares and submits annual budget information; administers approved budget and monitors operational expenditures for fiscal compliance.

Oversees the selection process of new recruits and administrative personnel; ensures proper allocation of personnel and other resources.

Provides cultural diversity training for department; assists with planning and coordination of training; oversees approval of accreditation process.

Attends official functions, council, and community meetings; makes presentations and public speeches to the news media, neighborhood groups, civic organizations, schools, and churches.

Reviews documents processed by subordinates and reports of physical force and vehicle pursuit events; discusses errors and recommends method for corrective/alternative action; provides technical assistance as needed.

Maintains a comprehensive, current knowledge and awareness of applicable laws/regulations; reads professional literature; maintains professional affiliations.

Attends and conducts departmental staff meetings; attends workshops and training sessions as appropriate; serves on and attends meetings of special panels, boards, and/or committees.

Completes, prepares, reviews, and/or approves a variety of forms, logs, requests, records, reports, correspondence, and various other documents associated with the responsibilities of this position.

Cooperates with and serves as liaison to federal, state, and local law enforcement agencies and their officers or representatives when activities are related to investigations within city jurisdiction.

Lobbies at the state and national level as needed.

ADDITIONAL FUNCTIONS

Establishes and maintains positive relations with the media, public, and employees; monitors the community and visits various businesses within the community.

Answers the telephone; provides information, advice and guidance; takes and relays messages and/or direct calls to appropriate personnel; returns calls as necessary.

Responds to emergencies and criminal/traffic calls as needed; advises and assists subordinate officers in complex criminal or other investigations and enforcement duties; prepares for and attends court as necessary.

Conducts inspections of departmental vehicles, equipment and buildings; ensures law enforcement vehicle is serviced and/or repaired as needed; maintains weapons and equipment in functional and presentable condition.

Substitutes for other supervisors and/or co-workers in temporary absence of same.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Bachelor's degree in Criminal Justice, Social Science, Public/Business Administration, or closely related field required; supplemented by six (6) to nine (9) years of management experience in local government involving law enforcement, criminal investigation and police administration or a related field; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess a valid Tennessee driver's license. Must meet all promotional eligibility requirements. Must be at least 21-years of age. Must be a U.S. Citizen or resident status. Must be Peace Officer Standards and Training (P.O.S.T.) certified as a law enforcement officer. Must be certified in Cardiopulmonary Resuscitation (CPR). Must be licensed and qualified to operate a firearm.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to synthesize and integrate data for predicting, anticipating, and planning for future events impacting the organization. Includes determining strategic and tactical decisions at the highest organizational levels of authority and responsibility.

Human Interaction: Requires the ability to function in a director capacity for a major organizational unit requiring significant internal and external interaction.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize consulting and advisory data and information, as well as reference, descriptive and/or design data and information as applicable.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, profit and loss, ratio and proportion; may include ability to calculate surface areas, volumes, weights, and measures.

Functional Reasoning: Requires the ability to apply principles of logical or synthesis functions; to deal with several concrete and abstract variables; and to analyze major problems that require complex planning for interrelated activities that can span one or several work units.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in critical and/or unexpected situations involving moderate risk to the organization.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

Chattanooga, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.